



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
 OFFICE OF STATE PROCUREMENT SERVICES  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State Procurement Services.

*INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Transportation		
Department Contract Administrator or Grant Coordinator:		Smriti Kattel Dahal		
(If applicable) Department Reference #:		20250303000000002014		
Amount: (Contract/Amendment/Grant)		\$ Not to exceed 57,880.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	4/1/2025	Proposed End Date:	3/31/2026
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Helm Operations Software, Inc., 400-1208 Wharf Street, Victoria, BC V8W 3B9, Canada		
Brief Description of Goods/Services/Grant:		Software as a Service (SaaS) to support the Maine State Ferry Services facilitate requisition, inventory tracking, and crew scheduling.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>Maine State Ferry Services (MSFS) urgently needs a Software as a Service (SaaS) to support two emergency business needs: Inventory Management and Crew Call-outs. MSFS currently maintains the Ferry Crew Schedule in an Excel spreadsheet so that they can call in replacement staff in the proscribed order when an employee reports they will not be available for scheduled duty. The current process is so cumbersome that last year MSFS had to cancel some Ferry trips due to inability to find crew replacements rapidly enough. MSFS currently tracks its inventory on paper, resulting in great difficulty tracking stock, and making reporting and auditing nearly impossible. MSFS's current SaaS for vessel asset management and maintenance is due to go to RFP in the Fall. The Department plans to acquire and implement in Production Helm Connect Inventory Crew Scheduling, Inventory Tracking and Requisitions to address the emergency needs with a single acquisition. It will include rights to test additional modules in order to investigate additional functionality currently in the vessel asset management SaaS or manually handled. This will be handled as a one-year pilot. This fall, MSFS will use lessons learned to determine the feasibility of using a single integrated marine management system as opposed to multiple application systems to meet its various needs, and determine how many RFPs to issue. The Department would like to start the project no later than April 1, 2025 so that they have the emergency needs met for the summer travel season.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>In market research, MSFS realized that this marine management system covered both of its emergency business issues, vessel asset management, and some other currently problematic manual business functions. It can be implemented very quickly as well. Piloting Helm Connect to meet all the emergency needs seemed an expedient short term solution while allowing MSFS to pilot the concept of a marine management system and make informed decisions about their future systems architecture needs.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The pricing aligns with the low end of pricing of similar scaled SaaS services operated by the Department currently . The per hour price for Optional Services is lower than that offered by most of those of Providers.</p>
4. Describe the plan for future competition for the goods or services.	<p>Toward the end of the pilot by December 2025, MSFS will go to bid for the services included in the pilot. They will use the pilot experience to make a decision on how many and what RFPs need to be released to cover our immediate needs for Inventory Management, Crew Call-out, and Vessel Asset Management &amp; Maintenance.</p>

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

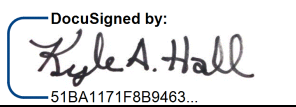

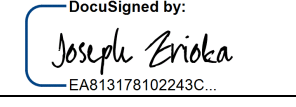
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of Requesting MaineDOT Department Director			
Typed Name:	Kyle Hall	Date:	3/17/2025
Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Bill Pulver	Date:	3/17/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph A. Zrioka <small>Director of IT Procurement</small>	Date:	3/12/2025